

INSTRUCTIONS

APPLICATION FOR SUPERVISION & PROVISIONAL LICENSE

Before completing the application, please read the licensure law/statute and regulations available at pr.mo.gov/counselors. The application form includes a statement from the applicant and supervisor stating both have reviewed and understand the law and regulations for supervision.

In order to assure all sections of the form are accurate, the applicant and supervisor are encouraged to work together when completing this form. All sections on the form must be completed, unless otherwise noted. If additional space is necessary, please include additional information on a separate sheet of paper and attach to the form. If the fee is not included and/or the form is incomplete, review of the application and the effective date of supervision will be delayed. Applicants are reminded that all documentation must be received in the committee office for the application to be reviewed by the committee. 20 CSR 2095-2.020(2)(B) of the licensure regulations states, *"An application for supervision or change of supervision shall not be considered as officially filed with the committee unless it is typewritten or printed in black ink, signed, accompanied by all documents required by the committee and the applicant pays the required application fee. The effective or starting date of supervision shall be the date the application is received in the committee's office and contingent upon the committee's approval. Following the review of the application for supervision by the committee, the applicant shall be informed in writing of the committee's decision."* The applicant and supervisor will be notified, in writing, of the results of the committee review of an application. **Any supervision completed prior to receipt of the written notification from the committee may not apply to the supervision requirements contained in 20 CSR 2095-2.020.**

Documentation

- Application fee is \$75 and the fee must accompany the application. Supervision is effective when the application form and fee is received in the committee office and contingent upon all other documentation requirements being met.
- Official graduate transcripts from the college/university. If mailed with the application, transcript must be placed in an envelope and sealed by the college/university registrar's office.
- Background check (see details on page 4)
- For provisional licensure, official National Counselor Examination results from the National Board for Certified Counselors
- If the licensure supervisor has not been previously approved by the Committee for Professional Counselors, s/he must submit an Application for Professional Counselor Supervisor that can be downloaded from committee website pr.mo.gov/counselors. Supervisor's application can accompany application for supervision or the supervisor application can be mailed separately to committee office.

An applicant obtaining supervised experience in Missouri that has been registered and approved by the Committee for Professional Counselors is eligible for provisional licensure upon complying with the educational requirements and passing the National Counselor Examination (NCE). Graduate transcripts must be sent to the committee office by the college/university or if mailed with the application, must be placed in an envelope and sealed by the college/university registrar's office. Examination results must be sent to the committee office by the National Board for Certified Counselors.

APPLICATION STATUS

Upon receipt of an application and fee, a licensure file is opened and updated with incoming documentation such as the graduate transcript, national examination score, and results of the background check. Applicants will receive a postcard notice, including a personal identification number (PIN) from the committee office on accessing an applicant's file online using the PIN. Once all required documentation is received, online access will be suspended, as all documentation required for committee review has been received. **The committee office receives a large volume of mail daily. Therefore, applicants need to allow adequate time for the licensure technician to process the documentation and send notification to the applicant.** Please forward inquiries regarding application status via email to profcounselor@pr.mo.gov.

COMPLETING THE APPLICATION FORM

SECTION I - APPLICANT DATA

Section I must be completed by the **applicant** for supervision as it relates to personal data.

SECTION II - SUPERVISOR DATA

Section II relates to the licensure supervisor. This section is to be completed by the **licensure supervisor**. If the licensure supervisor is not employed at the supervision site listed in **Section III-Supervised Practice Site**, a contract affiliating the licensure supervisor to the site must be submitted to the Committee. A sample contract is available by contacting the committee office or at the committee's web site pr.mo.gov/counselors. Click on the icons Application Forms and Model Contract for this agreement.

SECTION III - SUPERVISED PRACTICE SITE

Section III provides information regarding the location where clients will receive counseling from the applicant.

NOTE: If the supervision site is a private practice, items 18 and 19 must be completed.

SECTION IV - NATURE OF SUPERVISION

Section IV must be completed by the applicant and reviewed by the licensure supervisor.

- Please check all applicable boxes in item #20.
- Item #20A is a summary of the applicant's job description or the applicant can attach a copy of the position or job description maintained by the supervised setting. Item #21 Enter the applicant's job title at the supervised setting.
- Item #22 Enter the date applicant began providing counseling at the supervised site.
- Item #23 NOTE: The regulations require an applicant obtain no less than fifteen (15) hours a week of supervised counseling experience. These minimum hours include, but are not limited to, providing individual and/or group counseling, professional development seminars, research, and reading scholarly publications or texts related to counseling. *If the proposed supervised setting is within a school district, the applicant must explain, in writing on a separate sheet of paper, how the applicant will meet this minimum requirement when school is not in session or indicate no counseling will be provided during the time school is not in session. This statement must be signed by the licensure supervisor also.*
- Item #24 The section to be completed by the licensure supervisor regarding how documentation in a client's file will be reviewed. Such documentation includes any assessment and treatment plan.
- Item #24A The section to be completed by the licensure supervisor

SECTION V - STATEMENT OF EMPLOYER

Section V must be signed and dated by a representative of the supervision site if both the supervisor and applicant are employed at the site. A human resource or personnel representative, clinic director etc. may sign this section. If you are obtaining supervision from someone not employed at this setting, skip Section V and submit a contract affiliating the supervisor to the setting. A sample contract is available by contacting the committee office or at the committee's web site pr.mo.gov/counselors.

SECTION VI – EDUCATIONAL EXPERIENCE

Section VI must be completed by the **applicant** for supervision. Complete this section by comparing the graduate transcript to this form. A graduate course can be listed in only one core area. See page 2 of the instructions for a definition of the core areas.

SECTION VII – APPLICANT HISTORY

Section VII relates to the applicant's background. If "yes" is marked for any of the questions, the applicant must submit a separate explanation in writing and include the explanation with this form.

SECTION VIII – STATEMENT OF APPLICANT

Signing and dating this form confirms that the applicant understands the law and regulations associated with the supervision process. The applicant can authorize the committee to forward correspondence regarding an applicant's file via email to both the applicant and licensure supervisor. Email addresses for both the applicant

(see section I item 1) and the supervisor (section II, item 8) must be provided to facilitate correspondence via email.

SECTION IX – STATEMENT OF SUPERVISOR

Signing and dating this form confirms that the supervisor understands the law and regulations associated with the supervision process.

CORE AREA DEFINITIONS (SECTION VI EDUCATIONAL EXPERIENCE)

Counseling Theory—Courses acceptable for this area shall cover the various major theories and techniques of counseling.

Human Growth and Development—Courses acceptable for this area shall cover various stages of the human growth cycle and include information about theories of development or various aspects of Development.

Social and Cultural Diversity—Courses acceptable for this area cover various cultural and social class issues in areas such as race, sexual orientation, aging, disability, socioeconomic, ethnic, gender related, or other issues of diversity that emerge in a pluralistic society.

Helping Relationship—Courses acceptable for this area cover theoretical foundations pertaining to professional skill training that enable the counselor to understand the client's problems more fully and accurately and to interview effectively.

Group Counseling—Courses acceptable for this area cover the theories, principles, and techniques of providing counseling or psychotherapy with groups of people.

Career Development—Courses acceptable for this area cover concepts about how career development unfolds, the lifelong processes, and the influences upon clients or patients that lead to work values, occupational choice, creation of a career pattern, decision-making style, integration of roles, issues concerning identity, and patterns of work adjustment.

Appraisal—Courses acceptable for this area cover structured and unstructured assessment of the mental health functions and psychopathology of a person.

Research Methods—Courses acceptable for this area cover principles, methods, techniques, and tools used in performing research in counseling.

Professional Orientation—Courses acceptable for this area cover such areas as professionalism, legal issues and responsibilities, ethics, fields of training, and practice specialization.

Diagnosis - Effective August 28, 2007 an applicant for supervision must document a three semester hour graduate level course in this area.

BACKGROUND CHECK

Section 43.543 RSMo of Missouri law authorizes state agencies to conduct a background check with the Missouri State Highway Patrol and the Federal Bureau of Investigation. Fingerprint cards are sent to applicants from out of state and not available online. Information regarding fingerprinting out of state applicants will be provided by the committee office.

Missouri's vendor for digital fingerprinting is 3M Cogent with sites throughout the state. Payment may be made at the fingerprinting site (money order, cashier's check, check, or cash) or at the time of online registration (credit or debit card). NOTE: The fingerprint locations do not accept credit or debit card payments and on-site payment must be made by check, money order, or cash. If cash is paid, an applicant **must have the exact amount** as the vendor may not have change available.

- ✓ The first step in the background check process is to access the Missouri Automated Criminal History Site (MACHS) at www.machs.mo.gov to register online. MACHS will take an applicant through the registration steps. If an applicant does not have internet access, s/he can call 877/862-2425 and a representative will make the online registration. REMEMBER: The registration process is to be completed before calling or visiting a 3M Cogent fingerprint location.
- ✓ An applicant must have the four digit registration number. **For applicants for supervision, provisional licensure or licensure as a professional counselor this registration number is 5409.** The registration number ties all agency/licensure entity identifying information together to insure the background check response is returned to the correct licensing entity. The MACHS website collects all demographic data required to complete a fingerprint based background check.
- ✓ An applicant chooses a fingerprint location nearest to them from a map that is included as part of the MACHS registration process. The applicant then proceeds to the location during the site's posted hours of operation. NOTE: Waiting time cannot be estimated, since the volume varies per location. Please allow adequate time to be printed, especially if you are in a major metro area.
- ✓ Once the registration process is complete, an applicant will receive a MACHS Transaction Control Number (TCN) that is used to track the appointment. Applicants **must present** the transaction control number document and government issued photo identification at the fingerprinting site. Acceptable Identification includes a driver's license, state issued ID, or passport.

At the fingerprinting appointment, applicants will be fingerprinted and have their photos taken. An applicant can mail a copy of the TCN to the licensure office to verify registration. If a site issues a receipt for the fingerprinting, a copy of that receipt can be sent to the licensure office. This information is placed in the applicant's file to indicate the background check is in process. The results of the fingerprinting will be sent directly to the licensure office.

PLEASE BE ADVISED THAT UNTIL THE RESULTS OF THE BACKGROUND CHECK ARE RECEIVED BY THE COMMITTEE, A LICENSE WILL NOT BE ISSUED.

JURISPRUDENCE EXAMINATION REMINDER

An applicant for **licensure as a professional counselor (LPC)** must pass the jurisprudence examination also known as the Missouri Legal and Ethical Responsibilities Examination. This examination is **not** the same as the National Counselor Examination or NCE administered by the National Board for Certified Counselors (NBCC).

Section 337.510.4 RSMo of the Missouri licensure law states, "The committee shall issue a license to each person who files an application and fee and who furnishes evidence satisfactory to the committee that the applicant has complied with the provisions of this act and has taken and passed a written, open-book examination on Missouri laws and regulations governing the practice of professional counseling as defined in

section 337.500.” The Committee has been working with the National Board for Certified Counselors on providing a jurisprudence examination via the internet. Changes in the law and regulations have delayed the implementation of an automated jurisprudence examination, however, beginning October 1, 2010 applicants seeking licensure as a professional counselor (LPC) in this state must pass the Missouri Legal and Ethical Responsibilities Examination (jurisprudence examination) in order to be licensed as professional counselor.

Examination Overview

- There is a one-time examination fee that is paid electronically at the time you take the examination. You will need a credit card. Debit cards can be used as long as the debit card is a MasterCard or Visa debit card. No fee is paid to the committee.
- You can take the examination at any time prior to submitting an application for licensure as a professional counselor (LPC).

The examination is open book with the respondent having online access to the law and regulations while taking the jurisprudence examination.

- There is no time limit on taking the jurisprudence examination. If you are unable to complete the test during your first attempt, you can re-enter the website and complete the jurisprudence exam.
- If a respondent prefers to download a hard copy of the law and regulations, prior to taking the jurisprudence examination s/he may do so from the committee’s website or contact this office and a copy can be emailed or sent regular mail. *Note: Examination candidates are encouraged to familiarize themselves with the format of the law and regulations. Familiarity may help the exam candidate distinguish a law from a regulation and potentially decrease the time needed to locate a correct response. The law and regulations are available at the committee’s web site pr.mo.gov/counselors. Click on the icons Statutes (for a list of the laws) and Regulations (Chapters 1-3) or the icon Publications.*
- The examination consists of twenty (20), two-part questions.
- The first part of each question requires a “true” or “false” response. The second part of the question requires the respondent to identify the section of the law and/or regulation that validates the respondent’s answer.

REMEMBER: THE EXAMINATION IS OPEN BOOK. A RESPONDENT WILL HAVE ACCESS TO A COPY OF THE LAW AND REGULATIONS WHILE TAKING THE JURISPRUDENCE EXAM.

TAKING THE MISSOURI JURISPRUDENCE EXAMINATION

Missouri Legal and Ethical Responsibilities Examination can be completed online at www.i-counseling.net. Select the **State Law and Rules** button on the left navigation bar on the I-Counseling home page. After reviewing the directions you can register by selecting the **Proceed to Login** button. Once you have registered you will be able to review and download the state counselor law and rules for free. When you are ready you can purchase the examination by selecting the **Purchase** button associated with the Missouri Legal and Ethical Responsibilities Examination on the Program page of the web site. You will be allowed to take the examination as many times as you need in order to pass, without repurchasing the examination. After passing the examination you will be able to print a certificate of completion.

Once a jurisprudence examination candidate passes the jurisprudence examination/Missouri Legal and Ethical Responsibilities Examination, s/he must print the certificate and mail, fax, or email a **copy** of the certificate to the committee office to be placed in candidate’s file.

Email address profcounselor@pr.mo.gov Fax 573/751-0735 or mail to Committee for Professional Counselors, PO Box 1335, Jefferson City, MO, 65102-1335.

Important Notice Concerning Your Fingerprint-based Background Check

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you must understand that by mailing your fingerprints to the Missouri State Highway Patrol or to Cogent, the Missouri Fingerprint Services vendor, you hereby agree to the following:

- Your fingerprints will be used to check the criminal history record files of the Missouri State Highway Patrol (MSHP) and/or the Federal Bureau of Investigation (FBI).
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photograph, and any demographic data collected during the course of your fingerprint-based record check may be stored in MSHP and/or FBI files. Such data will be subject to comparisons against other submissions received by the MSHP and/or the FBI and to further disseminations by the MSHP or the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)) or Missouri Revised Statutes.
- Any future updates made to your arrest record may also be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

Questions about this notice may be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or machs@mshp.dps.mo.gov

AGENCY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.²

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact the CJIS Audit Unit, Missouri State Highway Patrol CJIS Division, at (573) 526-6153 extensions 2630, 2625 or 2655.

¹ Written notification includes electronic notification, but excludes oral notification.

² See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history record of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).